

Name: John Doe

Site: Healthy Family Center

Individual Outreach and Enrollment Workplan

Workplan Period: 07/01/13 to 12/31/13

Goal A: Portsmouth Community Resource Center (PCRC) will enroll eligible individuals within PCRC service region in affordable health insurance to increase access to health care services.

Outreach Program Objective 1: By August 31, 2013, provide a 1.5 hour training to 25 outreach staff at sister organizations regarding the eligibility requirements and how they affect outreach and enrollment in Haywood County.						
No.	Activities	Timeline	Responsible	Expected Outcomes	Indicators & Data Source	Comments/ Progress Notes
1	Set date, secure location, ensure funding for lunch, and identify catering plans for training.	July 31, 2013		An appropriate space is available on the proposed date with available funding to accommodate catering choice secured.	Location agreement	Conference Room A booked for August 20, 2013 from 11:30-2:00pm. Training funds available in budget and Aunt Bea's Sandwich shop will cater box lunches for delivery at 11:30am on August 20th. Purchase Order in process.
2	Develop list of all staff to invite to the 1.5 hour training.	August 4, 2013		A minimum of 30 staff will be identified to be included in the training.	# of identified participants Staff list	The Outreach Training Committee has been formed to assist in coordination of the lunch and learn. First meeting held Dec July 20th. Next meeting scheduled for August 6 th .
3	Design, print, and distribute invitations to all potential attendees.	August 6, 2013		At least 80% of invited staff will RSVP that they will attend the training.	# of confirmed participants Confirmation	

4	Contact Center to gain assistance with presentation information and materials.	August 15, 2013		Electronic copies of all needed information will be received by August 11.	# of training materials Training materials	
5	Finalize PowerPoint Presentation and make all appropriate copies for presentation.	August 11, 2013		Each participant will have a set of presentation materials available to them at the presentation.	# of training materials Sign-in sheet	
6	Confirm all logistical arrangements (caterer, payment, location, copies, electronic equipment, etc.) and send reminder emails to all attendees.	August 15, 2013		Each participant will receive email reminder and all logistical information is confirmed.	# of confirmed participants # of email reminders sent Email responses	
7	Host training.	August 20, 2013		A minimum of 25 staff will receive 1.5 hours of training on new eligibility requirements and how to use this information to assist clients.	# of participants Sign-in sheet	
8	Evaluate the effectiveness of the training.	August 20, 2013		Distribute pre/post tests and feedback forms to training participants.	# of evaluations completed Completed Pre- and Post- tests	
9	Analyze evaluation data.	August 25, 2013		Aggregate pre/post test data and feedback forms. Schedule an evaluation meeting to discuss the results with PCRC staff.	# of increase in skills and knowledge Aggregated data	

Outreach Program Objective 2: By December 2013, enroll 50 eligible families within Springfield County who seek food commodities from the local food bank into Medicaid by collaborating with the local food bank.

No	Activities	Time-line	Responsible	Expected Outcomes	Indicators & Data Sources	Comments/ Progress Notes
1	Define collaboration with the local food bank.	Aug 25, 2014		Hold meeting with regional food bank directors to clarify and define objectives together.	# of meetings Meeting notes Workplan	
2	Draft Memorandum of Understanding (MOU) and have it signed by regional food bank directors.	Sept 10, 2013		Have MOU signed.	MOU	
3	Hold planning meeting with local food bank directors	Sept 30, 2013		Brainstorm key strategies to target eligible families, such as planning a Medicaid enrollment informational fair at the food bank.	# of meetings Workplan Meeting notes Contact list	
4	Participate in Medicaid enrollment fair.	October 13, 2013		Identify families who are interested in Medicaid and obtain contact information. Follow-up with them individually through appointments set-up at the fair.	# of encounters with families # of appointments Sign-in form Encounter forms	
5	Host a check-in meeting with the local food bank.	Nov 3, 2013		Debrief about the fair (see what went well, what didn't go well) and evaluate how many families have enrolled or plan to enroll.	Evaluation form Meeting notes Workplan	
6	Hold a final meeting with the local food bank to evaluate your efforts together.	Dec 1, 2013		Strengths and weaknesses of the collaboration identified and recommendations made for future collaborations together.	Meeting notes Workplan	